

**TOWN OF COVENTRY HOUSING AUTHORITY
MINUTES
JANUARY 21, 2015**

1. Roll Call

The regular meeting of the Coventry Housing Authority was called to order on Wednesday, January 21, 2015 at 4:30 p.m. by the Chairman, Robert DiPadua, and the following commissioners were present: Maurice DeGraide, Rosalie Jalbert, David Jervis and Rebecca Parenteau. Julie Leddy, Executive Director and Arthur Capaldi, Legal Counsel were also present.

2. Approval of Minutes

Commissioner Jalbert stated that on page four, under NERC Conference, it should read that two people will attend the conference for four days and two people will attend the conference for one day. Motion was made by Commissioner Jalbert and seconded by Commissioner Jervis to accept the minutes of the December 17, 2014 as amended. Motion carried with all in favor.

3. Approval of Treasurer's Report

Motion was made by Commissioner Jalbert and seconded by

Commissioner Parenteau to approve the Treasurer's Report. Motion carried with all in favor.

Financials through 11/30/14 show that Public Housing remains stable at 57.5% reserves, while revenues remain at 3% greater than budget and routine expenses remain at just 1% over budget.

In the Section 8 program, lease ups are up to 97%, with expenses under budget by .5%.

In the Management Program, reserves are currently targeted to produce an increase of \$23,000.

4. Director's Report

Projects

- 1. NRT building, main-front/rear entrance doors. The work is complete; painting of doors will take place in spring and funds are being held for completion of this work.**
- 2. The new main office sign has been commissioned and beautification of the entrance should be completed this spring.**
- 3. Specs are being updated for the common area floor replacement at the last four buildings at North Road Terrace and specs are being completed for an additional truck/plow for the maintenance department. These items have been accounted for in the Capital Fund.**

Vacancies (as of 12/1)

- a. Public Housing 1**

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General

- 1. The tri-annual REAC/HUD inspection will take place April 22nd and 23rd for the public housing units. Inspection protocol has begun to prepare for this assessment. The Authority is REAC inspected every three years due to High Performer status.**
- 2. While the Authority has not yet received their dollar amount of annual appropriations, Julie has learned the following:**
 - a. 45.4 billion has been allocated to HUD (90 million less than 2014)**
 - b. Housing authorities will receive 87% of their operating subsidy (final amount still yet to be determined). The Authority received 88.8% in 2014 and has forecasted 85% in the 2015 budget.**
 - c. PH Capital Fund is flat funded so \$180k is anticipated.**
 - d. Renewals for vouchers are up approximately .12%, which will fully fund all existing lease ups.**
 - e. Administrative fees for the voucher program received about a \$30 million increase, which HUD estimates to be an approximate 78% proration. A 75% proration was budgeted.**
 - f. HUD is prohibited from requiring or enforcing the physical needs assessment until their assessment tool is reworked and not overly burdensome to the authorities.**

3. Maintenance has taken the first step in the change-over of the work system with the receipt of “smart phones.” This will enable the work order system to be directly accessible from the phones. The maintenance department is now fully staffed with the return of the worker who was out on Worker’s Comp since February 6, 2014.

4. Julie swore in the new officers of the Knotty Oak Village Tenant’s Association at their January meeting.

5. Julie discussed several retreat challenge ideas received from the staff’s teams in December with the board. One of the suggestions was to become a part of the Town of Coventry’s trash collection. Julie will be sending a letter to the Town to determine if this is possible. Also discussed was the possibility of hiring out to a private contractor. The board suggested that Julie find out if the Town is willing to do it and also to get a price for a private contractor for this service.

a. Maintenance Report

Julie reported that gutters were cleaned out at all properties.

b. Public Housing Report - 99% leased up for the year

c. HCV Leasing Report -97% of units leased for the year

d. Management Portfolio Report - \$58,887 earned for the year and \$30,000 of expenses to go against it.

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e. Resident Service Coordinator

The movie program has gained in popularity with tenants sharing both snacks and movies. The Tenant Association will be purchasing a new couch with grant money they received.

f. Family Self-Sufficiency Report

The program continues to grow. Tis the Season raised over \$3,400 and adopted 22 individuals. Erin got involved with First Books, a company who provides free books and each family received almost 100 books. The only cost to the Authority was for shipping.

5. Correspondence -Letter of Engagement for pension litigation from Attorney Capaldi

6. Unfinished Business None

7. New Business

a. Resolution 2015-01; Medical/Dental Benefit Renewals

The renewal cost for medical is \$9,942.51 and for dental is \$654.96. This represents a 3% increase. Prices were also obtained from United Health and Tufts Health. Julie is recommending the renewal of medical and dental benefits with Blue Cross Health Mate and Delta Dental. She is also asking for an early release of the Authority's plan so that the Authority can get on a January 1st cycle in order to renew in November. Resolution 2015-01, introduced by Chairman DiPadua; read in full and considered: Resolved to accept the renewal premiums for the Medical (Blue Cross) and dental (Delta Dental) benefit plans sponsored at the Coventry Housing Authority for the Plan Year 2/1/2015 - 1/31/2016 as presented. Commissioner Jervis moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Jalbert. Commissioners DeGraide, Jalbert, Jervis, Parenteau and DiPadua voted yes.

b. Auditing Services

Three proposals were received. Carlucci & Dugan - \$9,000 for 2014, \$9,100 for 2015 and \$9,200 FOR 2016. Baxter, Dansereau & Associates - \$16,795 for 2014, \$16,900 for 2015 and \$17,200 for 2016. Ron Beaulieu & Company - \$7,500 for 2014, \$7,900 for 2015 and \$8,315 for 2016. Based on the point system, Carlucci & Dugan received a 96 and Julie is recommending that they be awarded the

bid. Motion was made by Commissioner Parenteau and seconded by Commissioner Jervis to award the bid to Carlucci & Dugan. Motion carried with all in favor except for Commissioner DeGraide, who abstained as he knows one of the CPA's who put in a bid.

c. NAHRO Legislative Conference

This conference will be held in Washington, DC from March 15 - 18th. Julie is not planning to attend, nor is she planning to send anyone. If any board member wishes to attend, funds can be allocated by reducing attendance at a conference scheduled for later in the year.

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There being no further business to discuss, motion was made by Commissioner Jervis and seconded by Commissioner Parenteau to adjourn. Motion carried with all in favor.

GAIL T. WOODWARD
RECORDING SECRETARY
2/8/2015